



**U.S. Department of State  
Bureau of Educational and Cultural Affairs  
Private Sector Exchange**

**May 13, 2019**

**Guidance Directive 2019-02: Permission to Issue in the Exchange Visitor Program: College and University Student, Professor, Research Scholar, Short-Term Scholar, and Teacher Categories<sup>1</sup>**

**The U.S. Department of State (Department) wishes to clarify the Department's policy on allowing designated sponsors to issue Forms DS-2019 Certificates of Eligibility for exchange visitors on behalf of non-designated educational or research institutions.**

Responsible Officers have the discretion to request "Permission to Issue" Forms DS-2019 from the Department on behalf of non-designated academic or research institutions if sponsors determine such placements support the purpose of the Exchange Visitor Program (EVP), and the applicants and proposed institutions meet all eligibility and program requirements set forth in 22 CFR Part 62 Exchange Visitor Program Regulations.

Permission to Issue authorizations facilitate the entry of qualified exchange visitors to participate in the EVP at academic or research institutions that are not currently designated as EVP sponsors. For example, a designated university may request Permission to Issue a Form DS-2019 for a professor to teach at another accredited university or college, or a designated secondary school may request Permission to Issue a Form DS-2019 for an exchange teacher to teach at another accredited school. The relationship between issuing sponsors and the accredited academic or research institutions must allow the sponsors to monitor the exchange visitors placed pursuant to Permission to Issue authorizations.

Designated sponsors issuing Forms DS-2019 must ensure that both exchange visitors and hosting institutions are sufficiently educated on and comply with the purpose and regulations of the EVP. This obligation includes, but is not limited to, the following requirements: verifying the exchange visitors are eligible to participate in the selected EVP category; providing the exchange visitors with appropriate pre-arrival information and orientation; monitoring the exchange visitors' health, safety, and welfare; and meeting all reporting obligations of the designated sponsors, including updating the Student and Exchange Visitor Information System.

Responsible Officers must submit requests for Permission to Issue to the Department on the sponsors' official letterhead, along with a copy of a letter from the requesting academic or research institution containing all of the following supporting justification and program information:

- Full name of the proposed exchange visitor

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<sup>1</sup> Permission to Issue is available only for the categories listed in the title of this Guidance Directive: 22 CFR §§62.20 - 62.24. Designated sponsors in other categories lack the authority to issue forms on behalf of other entities.

- Country of citizenship
- Program category of exchange
- Program start and end dates
- Purpose of the placement and how it will meet the purpose of the EVP
- Detailed description of the compensation to be paid to the exchange visitor (if applicable)
- Name of the spouse and any dependent(s) who will be accompanying the exchange visitor (if applicable)
- Proof of payment of the non-refundable fee of \$367 for the Permission to Issue through Pay.gov (see 22 CFR §62.17(b)(2))

Sponsors may refer to the current *RO/ARO Guide on the Office of Private Sector Exchange* website for further details. Should you have any questions, please contact the Office of Private Sector Exchange Designation at [AGExchanges@state.gov](mailto:AGExchanges@state.gov).



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